

**Administrative Report**  
**June 23, 2023 to July 6, 2023**

**Engineering Department**

1. Department Projects:
  - a. Zoning Permits//Code Enforcement//Planning Commission/ BZA Meeting Schedule// //Organizing Maps & Plans// //Street Projects//Updating file system
2. Zoning Permits:
  - a. 426 Magnolia St- fence
  - b. 929 Murlin Ave- shed
  - c. 1233 Touvelle St- fence
  - d. 309 W Fulton St- fence
  - e. 1300 May St- garage
3. Plumbing Permits/Inspections (1)
4. Dumpster Permits (2)
5. Code Enforcement:
  - a. Removal of signs in right-of-way
  - b. 214 Summit St – grass (PD delivery)
  - c. Grand Lake Rd- empty lot
  - d. 1901 E Livingston St-grass
  - e. 123 N. Lake St- house removal
  - f. 716 Echo St- grass
  - g. 322 W Logan St-grass
6. Planning Commission:
  - a. July 13 – one case filed for business addition
7. Board of Zoning Appeals:
  - a. Meeting June 29, 2023
  - b. 2101 Eaglebrooke Pkwy-denied variance detached building
  - c. 1300 May St- granted variance detached building
8. 2023 Construction Update
  - a. Electrical Department Building
    - i. Arcon Builders was the apparent low bidder for this project at \$2,080,695.00. This project is underway and they are currently working on the concrete footing and walls. The Final Completion date for this project is 10-31-23.
    - ii. Footing and Walls are complete. Consolidated Hunter has finished the plumbing rough in and the first half of the floor is being poured the morning of October 21st. This project is ahead of schedule to get the concrete in before winter and we expect them to pull out for a month as they are waiting for the steel building to be delivered in December.
    - iii. All concrete has been completed less the apron around the building. Most of the dirt spoils have been cleaned up and stone brought in to tidy up the job site. Building ship date is December 31st.
    - iv. Arcon has begun to erect the steel structure that was delivered on the 28th of December. To this date all exterior columns, purlins, and trusses have

been installed and they plan to have the building dried in by the 20th of January as of now.

- v. Arcon continues to work on the pre-manufactured steel structure. Windows are set to be delivered on January 23rd, crews will then erect the walls and continue on to the roof.
- vi. Progress continues with insulation and the metal siding. They have started installing the roof this week and will continue as weather allows.
- vii. All exterior metal and insulation has been installed, contractor is now working on the inside electrical, framing, and metal. They anticipate the crews have 2 more weeks before building structure is said to be done, and the building manufacturer will come in with punch list items to complete.
- viii. Interior fit out is in progress. Plumbing and Electrical is being ran, as well as gas, electrical, and water connections on the outside of building are being made. The building manufacturer (Kirby) is scheduled to do a walk around inspection the first of April.
- ix. Arcon and the building manufacturer are putting together a list of items that need attention for the building's exterior. Inside fit up is in progress as plumbing, HVAC, and electrical is being installed. Interior office insulation is scheduled for Monday, April 10th.
- x. The sub-contractors are working on punch list items. Interior office space is being dry walled and the pipe fitters are working on the sprinkler system. This project is ahead of schedule as Arcon plans on being done by the end of May.
- xi. Interior office area is being finished with paint, flooring, cabinet install. The shop part of the building is coming to a close as the fire suppression is completed and the electrical contractor is finishing up light installs. Other sub-contractors are continuing to work on punch list items as this project gets closer to being finished.

**xii. No Change**

**b. Southwest Quadrant Waterline Replacement**

- i. This project is being advertised and the bid opening is scheduled for November 10th.
- ii. Shinn Bros. Inc. was the apparent low bidder at \$1,554,000.00
- iii. Pre-construction meeting is scheduled for Wednesday, January 11th
- iv. Shinn Brothers anticipates starting work the first week of March. They will begin on Echo Street with 12" water main and continue south towards Schunck Rd.
- v. Shinn Brothers as made a live tap into the 12" main at Schunck Rd and Echo on 2-23-23. Next week they will start here and head north with water main.
- vi. Shinn brothers will start on this project Monday, March 13th 2023.
- vii. Shinn brothers has made significant progress with main line installation. To date they have installed approximately 1,500 feet of 12" water main. Between Schunck road and South street.

- viii. Progress continues to the north as Shinn Brothers have made the tie in at Logan St. We are awaiting pressure test results before they begin on water services for this phase of the project.
  - ix. Shinn Brothers continues to work on Echo Street and have installed 37 water services to date after passing main line tests.
  - x. Echo Street services are near completion and Shinn Brothers is moving to the west on Sycamore for main line install. We are on the schedule for Buehler Asphalt to come on July 6th and 7th to lay asphalt in the trenches.
  - xi. **Shinn Brothers has completed Sycamore and Portland water main line install. They will soon be on Sunset and Grand. Asphalt for Echo Street trench repair is now scheduled for July 10th and 11th.**
- c. North Walnut Street Reconstruction
- i. This project is being advertised and the bid opening is on 12-6-22.
  - ii. Hohenbrink Excavating was the apparent low bidder at \$1,348,790.49
  - iii. Pre-Construction meeting is scheduled for 3-10-23
  - iv. Hohenbrink Excavating plans to move in mid-April, no specific date yet.
  - v. Contractor has moved in and started installing storm line on 4-20-23.
  - vi. Phase 1 of this project is underway. All storm work in between Market Street and Wayne Street has been completed. Contractors are working on sidewalk and curb, with asphalt patching and resurfacing beginning in the next 2 weeks. Once completed, Hohenbrink will move onto the reconstruction phase of this project North of Wayne.
  - vii. Phase 1 of this project is complete less the line striping (wayne-market). Hohenbrink has started on phase 2 north of wayne. They will begin on storm work and a second crew is planned to start on waterline the week of the 12th. A contractor for the gas company has also moved in to begin long service and mainline replacement.
  - viii. Waterline main progress continues to the north. All of the storm main and laterals is done between Wayne and Blake. Contractor continues despite being slowed by the gas company.
  - ix. **Water mainline is installed. Hohenbrink has pulled off the job for 1-2 weeks due to conflict with the gas company. As soon as gas has relocated their main they will move back onto the jobsite.**
- d. North Ash Street Reconstruction
- i. This project is being advertised and the bid opening is on 12-15-22.
  - ii. PAB Construction was the apparent low bidder at \$908,734.00
  - iii. The pre-construction meeting was held on 2-12-23 and discussion was had that PAB will move to Ash once all utilities are in on Fayette.
  - iv. Construction has started the week of March 13th. PAB has removed curb and roadway in the first block north of Wayne and has started storm sewer removal/replacement.
  - v. PAB has installed approximately 300' of new storm sewer and will continue north to Johnson Ave. in the coming weeks. Once their second crew is finished on Fayette, they will begin waterline on Ash as well.

- vi. PAB continues to make progress with storm sewer main line and lateral installation. As Fayette street nears completion, we anticipate more progress with both crews on Ash.
- vii. All storm and Water main line has been installed. Once pressure and bacteria tests pass on waterline they can begin on water service installs. In the meantime, PAB continues to prep sidewalks for concrete.
- viii. All underground utilities are in and PAB is working on prepping road and sidewalk for concrete.
- ix. All curb is complete as of 6-22. Approaches will begin to be poured Monday the 26th. Homeowners have all been notified they need to give concrete 7 days to cure before we will allow them to drive on approach. PAB plans to complete dirt work before paving in the next 4-6 weeks.
- x. **Sidewalk and Drive approaches continue to be poured. As of today, all drive approaches on the East side are installed. PAB will continue to work on West side approaches and sidewalk in the next week. We have no update on when asphalt will be laid.**

### **Fire Department**

- 1. Response to Date
  - a. Squad- 77; Total- 945
  - b. Fire- 8; Total- 172
  - c. Primary squad runs and response for other branches-0; Total- 1
- 2. One applicant passed the Civil Service Exam and will be doing a physical agility test on Monday, July 10<sup>th</sup>
- 3. Continued to Assist Parks Dept. with watering City grounds
- 4. Fire Department Officers began fire command training to improve fire scene communication

### **Police Department**

- 1. Calls for Service- 658
- 2. Reports Written- 205
- 3. Arrests- 19
- 4. Citations- 25
- 5. Crashes- 10
- 6. Warnings- 73
- 7. Reports of Interest:
  - a. On Friday, June 30<sup>th</sup> a conviction of reckless homicide and other related charges was obtained by Celina Police Department Detectives and Mercer County Prosecutor. The convicted male, Fred Cass, was found to have provided drugs to his girlfriend who died as a result of an overdose on those drugs. Celina Police Department will continue aggressively investigating and pursue the strongest charges possible in these cases.
  - b. On July 3<sup>rd</sup> Luginbill Construction reported the theft of a trailer with large amount of tools inside from Livingston Street job site. The total loss is expected to top \$50,000. The Celina Police Department continues to investigate this theft. Anyone with information is asked to contact Detective Taylor.

8. Total Police Department Calls for Services, YTD: 9,070

#### **Customer Accounts/Meter Readers**

1. Billed 2,746 customer billings
2. Sent out 274 delinquent billings
3. Shut off 16 customers
4. Sent out final billings and refunds
5. Meter readers continue to read

#### **Water Treatment Plant**

1. Water Distribution
  - a. Water meter replacement program
    - i. Some ordered meters received
  - b. Fire Hydrant painting to continue next month
  - c. System flushing completed till fall 2023
  - d. Ash Street Project
    - i. Waterline installation completed, meter pits to be reset with grass installation
  - e. Walnut Street Project
    - i. Waterline replacement, main line to be tested next week
  - f. South-West Waterline Project
    1. Echo St. – Waterlines completed
    2. Sycamore St. – Main lines @ 80% & services to complete
    3. Portland St. – Main lines @ 90% & services to complete
    4. Sunset / Grand Ave -
  - g. Lead service line research & replacement program
    - i. Replacement of customer lines will continue with water main projects
2. Water Plant
  - a. Continued weekly sampling for Microcystin analysis:
    - i. Raw Water 06/27/2023 – 35.4 ug/L
    - ii. Raw Water 07/05/2023 – 36.5 ug/L
    - iii. All finished water samples were Non-Detect for Microcystin Toxin
    - iv. Continued lagoon effluent Microcystin monitoring (NPDES Permit)
    - v. Continued Microcystin for outside communities (Paulding, Van Wert, Delphos)
    - vi. Start of seasonal Microcystin testing of State monitored beaches on the lake.
  - b. WTP Buildings, Grounds, & Operations:
    - i. Spring maintenance program completed
    - ii. Carbon Exchange for tank #8 scheduled for July 6th, 2023 - completed
    - iii. WTP fence painting continuing
    - iv. Sand Filter Bldg. Project

1. Air valves and controllers received, Project to start in August 2023
  2. Wood for glass block window replacement, purchases
  3. 60% of the filter sand has been received
  4. HACH Turbidity meters received and installed
- v. Carbon Dioxide System
  1. Compressor equipment received, replacement in August 2023
3. Water Dept. Training
  - i. NW OAWWA District meeting scheduled for July 20<sup>th</sup>, 2023 (4 to attend)
  - ii. Technology Committee Meetings
    1. Completed zoom meeting May 16<sup>th</sup>, 2023
    2. Sludge Handling Sub-Committee, TBA
4. Bryson Pool Operations
  - a. Slide & ladder maintenance completed, replacement recommended within 5 years
  - b. Pool in full operation

### **Wastewater**

1. Completed SOUR test on AD#2; transferred to sludge mixing tank
2. Completed installation of #2 RAS flowmeter and cleaned up site; completed startup
3. Checked grit & grease bridge operation following factory corrections; adjusted skimmer lift stops
4. Tagged and put old Fairground pumps in storage (spare pumps for Fairground, Rec-Plex, and Kingswood)
5. Called Electric Dept in to replace blown line fuse (no power at Eaglebrooke LS)
6. Jones & Henry kickoff meeting for NFA (SSD, Mayor, WWTP Supts, Dan Miller, Pete Latta, Kyle Brueggemier)
7. Completed Bypassing Discharge Prevention Plan update letter and submitted to OEPA to comply with submittal deadline
8. Received 1-yr extension letter for calcium nitrate from Bonded Chemical
9. Researched available conduits for signal cable from Office building to Blower building for future WWTP scada
10. Researching & locating available conduit(s) for SCADA signal cables from blower building to WWTP office
11. Preventative maintenance bearing greasing on grit / grease bridge, mechanical bar screen, grit classifier, grit blowers, and post aeration blowers
12. Installed pull wire in SCADA conduit from blower building to pull box north of WWTP fence
13. Backfilled and finish graded holes from SCADA conduit location
14. Rotated impellers on spare lift station pumps
15. Transferred calcium nitrate from bulk tank to necessary lift stations
16. Serviced Fairground lift station generator

## **Electric Distribution**

1. Set 5 poles
2. New Services
  - a. Underground 3
3. Street Lights
  - a. Repairs 3
  - b. New Installs 9
  - c. Replaced 6
  - d. Pole New/Replace 9
4. Underground Locates (OUPS) 128
5. Substations
  - a. Replace control switch- Sugar Street substation
6. Request or Miscellaneous Jobs
  - a. New street lighting for Ash Street project
  - b. Replace poles and reconductor Burrville Road
  - c. Set new transformer for Celina Tent expansion
7. Trouble Calls
  - a. 6/25/2023- Fairground Road- loose neutral in meter base
  - b. 6/25/2023- State Route 197 lift station- outage
  - c. 7/1/2023- State Route 703/Woodward- squirrel
  - d. 7/2/2023- Burrville Road- bad transformer
8. EV Charging Stations
  - a. Number of Sessions- 10
  - b. Total Length of Sessions- 25 hours 12 minutes